

10/1/2015 4:00pm Senior Design Suite, full team + Mike

Agenda:

- Discuss trip
- Go over specification and portfolio
- Go through ideas

Picture: take it at NightForce

Trip Discuss:

- University Car: leave here at 11:30am,
- Dillon S. will also be there.
- Fastest way to go is down through Lewiston.
- If need be we will pick up Dillon in Lewiston.
- Meeting spot: Parking lot across the street GJ.
- Getting there at 1pm
- Try to take as many pictures as possible.
- Send email to them asking if we can take pictures
- Create another questions list.

Specs – good start

Portfolio – Need to put in project learning.

Take pictures and apply them to project learning and also notes

Schedule – start getting a schedule together. Key dates on a Gantt chart/excel sheet.

Like mid semester snap shop.

2 day shipping for free if large order.

Phone Number: will be added to contact information.

To help with projects and stuff.

After tour talk about a project statement. Bring specs to tour.

Youtube videos about project management.

Questions – surface area contact?

Finish?

Need to look at factor floor, and see what we are working with.

Action list:

Add phone numbers to contact information (10/8) – Jay

Add questions for tour (10/5) – All but Jay will create it.

Create schedule for key date (10/5) – Kylie

Add project learning (10/5) – All

Create project statement after tour (10/8) - All

Think about milestones (prototype, buying) – All

If you watch videos, write a summary and put it in project learning – All

Log book self-assessment thing (10/6) – All

Estimate prices – Dillon